

1-0890.17 ALPHABETICAL INDEX

Item No.	General Schedule No.	Record Title
22	2	5
35	1	1
37	1	1
1	1	1
2	2	2
28	2	2
21	3	3
5	2	2
6	6	6
41	7	7
1	5	5
18	1	1
27	1	1
26	1	1
23	1	1
24	5	5
50	5	5
51	5	5
15	5	5
1	3	3
1	3	3
2	3	3
28	3	3
45	1	1
13	1	1
12	2	2
46	2	2
1	1	1
9	4	4
3	2	2
10	3	3
22	8	8
17	2	2
23	2	2
1	2	2
11	5	5
1	2	2
14	9	9
10	2	2
42	2	2
31	5	5
25	1	1
7	3	3
4	8	8
8	3	3
33	8	8
3	3	3
	1	1
		Accident Reports
		Accounting Entity Descriptions
		Accounts Receivable Billing Summary
		Accounts Receivable Invoice
		Accounts Receivable/Payable
		Accounts Uncollectable
		Actual and Necessary Travel Expense Voucher
		Adjustment Update Report
		Agency Billing Summary (Data Processing)
		Agency Billing Summary (Records Management)
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		Agency Description
		Agency Purchase Orders
		Agency Treasury Check Issued Summary
		Agency Warrant Issued Summary
		Alternative Schedule Request
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		Application Documentation, Hired Employees
		Application Documentation, Not Hired
		Application for License, Permits, etc.
		Appointments - Official - Agency
		Appointments - Official - Governor
		Audit Reports
		Auditor's Warrant Issued Summary
		Bank Demand Deposit Ledger
		Bank Deposit Slips
		Bank Statements
		Bank Time Deposit Ledger
		Bid Security (Bond)
		Billing Support Documentation
		Bills of Sale
		Board Prepared Examination Papers
		Budget Addition Request
		Budget Preparation Forms
		Budgets
		Calculated Detail Listing (Payroll Register)
		Canceled & Voided Checks (Warrants)
		Catalogs, Journals & Other Published Materials
		Check Registers
		Claims (Requests for Payments)
		Classification/Wage Appeal
		Collection Reports
		Communication Equipment Request
		Complaints Against Licenses
		Complaints - Written
		Continuing Education Records
		Contracts
		Control Account Descriptions

Item No.	General Schedule No.	Record Title
5	3	Correspondence (Administrative & Operational, Filed by Subject)
18	2	Correspondence Concerning Budgets
3	6	Credit Memo
2	5	Cross Reference Listing - Biweekly
3	5	Cross Reference Listing - Yearly
47	1	Daily Transaction Listing
2	6	Data Processing Request Form
12	8	Deceased License Files
4	5	Decedent's Warrants
6	3	Deeds and Titles
3	2	Deposits, Reconciliations, Stop Payments
43	1	Distribution Voucher
16	8	Duplicate License Forms
26	5	Education & Training Records
27	5	EEO/Affirmation Action Records
28	5	Employee Earnings Records
29	5	Employee File Folder (Terminated)
5	5	Employee Master Record - Bimonthly
6	5	Employee Master Record - Yearly
17	1	Encumbrance Estimates
7	5	Enrollment Forms
19	8	Examination Records of National Testing Facilities
30	5	Exit Interview
34	1	Expenditure Accrual Report
31	5	Family and Medical Leave Notice of Rights
12	3	Financial Reports
25	5	Formal Discipline Actions/Documentation
22	3	Forms Order
8	5	Garnishments
9	8	General Correspondence
8	2	General Journal (Non-SBAS users only)
44	1	General Ledger
14	3	Grants & Supporting Documentation
32	5	Grievance Form
33	5	Immigration Form
13	8	Inactive-Retired-No Longer Licensed Files
11	8	Incomplete Files-Disproved applications, exam failure and licensure applications
6	8	Indexes of Licenses
21	3	Individual Contracts (Upon Termination)
1	8	Inspection Reports - Licensing Boards
7	3	Insurance Policies Expired (Other than Worker's Comp.)
36	1	Inter-Agency Invoice
23	3	Inter-Agency Service Agreement
42	1	Intra-Treasury Cash Transfer
26	3	Inventory Report (Property Listing)
38	1	Journal Voucher
5	2	Journals/Registers - Books of Original Entry
4	4	Justification To Acquire Major Office Equipment
8	3	Leases
34	5	Leave Requests

Item No.	General Schedule No.	Record Title
4	2	Ledgers-Books of Final Entry
35	5	Licenses and Professional/Technical Certifications
16	3	Licenses, Permits-originals, renewals
5	8	Lists-Rosters of Licenses
16	2	Local Fund Correspondence
15	2	Local Fund Receipts
9	5	Longevity Records
36	5	Medical Records
7	7	Microfilm Project Request
8	7	Microfilm Service Request
9	3	Minutes
17	8	Minutes of Board Proceedings
10	5	Monthly Deduction Reports
18	3	Monthly Reports
37	5	Moving and Relocation Agreements
6	6	Network Audit Log
23	1	No Warrant Transfer
13	1	Notice of Agency Appropriation Allocation
16	1	Notice of Agency Revenue Estimate Allocation
11	1	Notice of Appropriation
2	4	Notice of Cancellations
40	1	Notice of Direct Bank Debit
33	1	Notice of Dishonored Checks
10	1	Notice of Legislative Appropriation
14	1	Notice of Revenue Estimate
41	1	Notice of Transaction Correction
39	1	Notice of U.S. Treasury Transaction
3	9	Notice & Memoranda not related to the Agency's functions or responsibilities
10	3	Notices/Affidavits of Publications
5	1	Object of Expenditure Description
7	1	Object of Revenue Description
15	8	Obsolete or Revised Licensing/Application Forms
13	3	Operation Reports
12	1	Operational Plan/Budget Amendment
11	3	Ordinances, Codes, Regulations, Directives, Policies
38	5	Pay Plan Exception - Individual
39	5	Pay Plan Exception - Blanket
21	1	Payroll Encumbrance
11	5	Payroll Vouchers
40	5	Performance Appraisal
1	4	Performance Security (Bond)
14	8	Permanent Licensee Files
27	3	Personal Vehicle Use Authorization
2	9	Photo Copies of Bulletins & Correspondence
20	2	Position Control Adjustment
19	2	Position Control Report
43	5	Position Description
44	5	Position Detail Form
45	5	Position Review Form
4	9	Preliminary drafts of any report, letter, memoranda or worksheet

Item No.	General Schedule No.	Record Title
12	5	Prepayroll Listing
46	5	Probation Exception
4	1	Program Descriptions
47	5	Promotion
48	5	Public Employee Retirement System
20	1	Purchase Order Adjustment
19	1	Purchase Orders
56	1	PAMS Classification/Type of Property by Agency Report
64	1	PAMS Deleted Transaction Log
60	1	PAMS Detail Depreciation Schedule
63	1	PAMS Edit Error Report
54	1	PAMS Fiscal Year End Master Register
59	1	PAMS Inventory Listing
55	1	PAMS Master Register
65	1	PAMS Property Accountability Voucher
66	1	PAMS Property Action Required List
52	1	PAMS Property Adjustment Records
58	1	PAMS Property by Location Report
57	1	PAMS Property by Responsibility Center Report
51	1	PAMS Property Subsidiary Ledger (Land Only)
50	1	PAMS Property Subsidiary Ledger (Other than Land)
53	1	PAMS Report of Property Survey
61	1	PAMS Summary Depreciation Schedule
62	1	PAMS Update Log
67	1	PAMS/SBAS Reconciliation Report
13	5	Quarterly Reports
19	3	Reading or Day Files
20	8	Real Estate Complaint/Investigative Reports
21	8	Real Estate Hearings/License Legal Actions
6	2	Record of Daily Transactions
4	7	Records Disposal Request
5	7	Records Disposal Request Continuation Sheet
1	7	Records Inventory Worksheet
9	7	Records Reference Request
3	7	Records Service Request
49	5	Recruitment/Selection Process Documentation
52	5	Reduction-in-Force Notice
53	5	Reduction-in-Force Reinstatement Offer
54	5	Reduction-in-Force Roster & Preference Documentation
4	8	Renewal Forms-Updated Annually
9	1	Reporting Center Specifications
2	8	Reports on Boxing & Wrestling Events, Special Requirements
5	9	Reproduction Material: Stencils, Hectographs, Offset Plates
32	3	Request and Justification for Out-of State-Travel
3	8	Request for Information
15	1	Request for Revenue Estimate Action
5	4	Requisition
55	5	Resignation
8	1	Responsibility Center Attributes
14	5	Revocations

Item No.	General Schedule No.	Record Title
18	5	Revoked/Suspended/Voluntary surrender of License Records, Files
6	5	Routing Slips
1	9	Service Agreement
56	5	Sexual Harassment Complaint
57	5	Sexual Harassment Investigation Report and Documentation
7	1	Shorthand Notes, Steno-tapes & Recordings
15	1	Special Reports (turnaround documents, wage/insurance increases)
16	5	State Share reports
30	9	State-Dated Warrant Cancellation Notice
6	3	Statewide Revenue Classification Description
17	1	Status Forms
9	1	Stocks of Agency publication & printed documents
20	6	Subject Files
49	9	SBAS Daily Balancing
48	3	SBAS Report Tapes/Microfiche
4	3	Tape Removal Authorization
8	5	Telephone messages used to convey non-policy messages
24	5	Telephone Service Request
17	1	Test Reports, Certification of Accuracy or Validity
18	7	Time Sheets
58	3	Transfer
22	3	Transfer-Warrant Claim
2	1	Transmittal of Records
29	1	Transportation Purchase Order
30	1	Travel Expense Voucher
24	3	Treasurer's Check Issued Summary
32	4	Treasurer's Deposit Correction
25	2	Treasury Disbursement Advise
31	5	Vehicle Requisition and Trip Form
3	1	Vendor Files
7	5	Vouchers
59	5	Wage & Hour Claims
29	5	Warrant Cancellation Notice
19		W-2 Undistributed
20		W-4
21		W-5